

VACANCY ANNOUNCEMENT

(Announcement Number: 12-42)

The American Embassy in Kathmandu is seeking an individual for the position of Language Instructor.

OPEN TO: All Interested Candidates

POSITION: Language Instructor

OPENING DATE: November 6, 2012

CLOSING DATE: November 20, 2012

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION

The incumbent conducts Nepali language classes for non-Nepali speaking employees and their dependants. The duties include teaching Nepali language, assigning lessons, correcting faulty pronunciation and tone pattern using drills of various kinds; scheduling tests to determine students' progress; maintaining attendance records of students; organizing field trips for language-learning purposes; and advising Language Officer of students' progress.

REQUIRED QUALIFICATIONS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of Bachelor's degree in general studies is required.
2. A minimum of two years of experience in teaching Nepali language to non-Nepali speakers is required.
3. Level IV (fluent) speaking/reading/writing English is required. Level IV (fluent) speaking/reading/writing Nepali is also required.
4. A thorough knowledge of language training methods is required. An excellent knowledge of grammar, idiom, syntax and pronunciation of the Nepali language is required.
5. The ability to communicate effectively with relatively mature group of students and retain their interest and motivation is required. The ability to use basic computer applications is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm2@state.gov (write “Application for Language Instructor” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Language Instructor”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER